

*****GRAD*****
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-213T

DATE: 29 JUN 2004

CLOSING DATE: 30 JUL 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

OFFICE AUTOMATION CLERK, GS-0326-04, TC80025000

APPOINTMENT FACTORS:	OFFICER ()	WARRANT OFFICER ()	ENLISTED (X)
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SALARY RANGE:

\$23,863 - \$31,020 PA

SUPERVISORY ()	MANAGERIAL ()
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NON-SUPERVISORY/NON-MANAGERIAL (X)	
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LOCATION OF POSITION:

162nd FIGHTER WING, TUCSON, ARIZONA

AREA OF CONSIDERATION: This position is in the Federal/Civil Service and is **open to current members of the 162nd Fighter Wing, Tucson, Arizona Air National Guard. Individual selected will receive an Indefinite part-time appointment NTE 20 hours per week.** If a permanent technician is selected they will remain in that status. Acceptance of a Federal Excepted technician position over 179 days will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds not authorized.**

NOTE: Prior to placement, individual selected must submit certified paid receipts and a course schedule.

NOTE: Part-time employment of 20 hours per week would equate to half of the above salary.

NOTE: Must be able to possess the appropriate security clearance.

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (AIR) National Guard (162FW), qualify for and be placed in the following compatible AFSC/MOS/AOC: Not applicable

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to communicate effectively orally and in writing.
2. Ability to prioritize and manage several tasks at once.
3. Knowledge of filing systems and procedures.
4. Ability to be an effective team member with co-workers and staff members.
5. Skill in using word processing, spreadsheet, database, and presentation software.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **Applications submitted in postage paid federal envelopes or by government fax machines is a violation of federal law and will not be accepted. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 3 months experience which demonstrates knowledge of general office duties such as typing, answering phones and directing calls, filing, and maintaining records, etc.; Experience which demonstrates the ability to operate word processing equipment and peripheral equipment to prepare forms, narrative and tabular reports, and correspondence; Experience in the use of word processing software database management, electronic spread sheet, electronic mail or other types of office automation software.

BRIEF JOB DESCRIPTION: This position is located in an office of the ANG or ARNG requiring clerical and word processing/office automation support. This includes "backup" positions to Secretary positions. Utilizes word processing equipment to prepare a variety of correspondence, forms, and records (e.g., letters and endorsements; regulations and standard operating procedures (SOPs); travel orders and vouchers; requests for supplies, materials or services; narrative and tabular reports; etc.). Assures that typed material is in correct format and is accurate with respect to spelling, punctuation, capitalization, grammar, etc. Compiles statistical data for reports, charts, or records by extracting data from documents or files. Establishes and maintains office files and reference library. Maintains and updates a variety of records (e.g., time and attendance, employee, office equipment, supply requests, travel records, etc.). Sorts incoming mail and distributes to appropriate offices or sections. Answers telephone; provides general information from files, records, and knowledge of the organization; and refers calls to appropriate personnel.

SELECTING SUPERVISOR: LT COL CARL THOMAE